

Warren County Board of Supervisors

Committee: **FEDERAL PROGRAMS**

Date: **APRIL 25, 2006**

**Committee Members Present:**

Supervisors Bentley  
VanNess  
Mason  
Geraghty

**Committee Member Absent:**

Supervisor Girard

**Others Present:**

Candace Kelly, Director, Office for the Aging  
William Resse, Director, Employment & Training  
Administration  
Sharon Sano, Senior Counselor, Employment &  
Training  
William H. Thomas, Chairman  
Joan Parsons, Commissioner of Administrative &  
Fiscal Services  
Supervisor Barody  
Joan Sady, Clerk of the Board  
Debra L. Schreiber, Legislative Office Specialist

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Mr. Bentley called the meeting to order at 9:35 a.m.

Motion was made by Mr. Mason, seconded by Mr. Geraghty, and carried unanimously to approve the minutes of the March 31, 2006 committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging, who distributed copies of her agenda packet to members of the committee, a copy of which is on file with the minutes.

Referring to Items 1A and B of the Agenda, Mrs. Kelly stated she was requesting to fill the vacant position of Fiscal Manager, base salary of \$43,445, due to resignation; as well as Food Service Manager, Grade 4, base salary of \$20,384, (35 hours per week), due to retirement.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously approving the requests to fill vacant positions as outlined above and referred same to the Personnel Committee. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

With respect to Item 1C of the Agenda, Mrs. Kelly requested a transfer of funds in the amount of \$2,050 to purchase a new cooler for the Chestertown mealsite.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously approving the request to transfer funds and refer same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Relative to the last item on the Agenda, Mrs. Kelly apprised the committee she brought copies of the May 2006 newsletter for those who wished to peruse it.

Mrs. Parsons stated she thought the salary for the Fiscal Manager was \$43,000 and not \$43,445

and Mrs. Kelly responded that was the figure she received from Personnel. (Note: Subsequent to the meeting, the Personnel Officer confirmed that the base salary for the Fiscal Manager was \$43,445.)

There being no further Office for the Aging business to come before the committee, the meeting was adjourned at 9:40 a.m.

Mr. W. Thomas entered the meeting at 9:40 a.m.

Privilege of the floor was extended to William Resse, Director, Employment and Training Administration (ETA), who distributed copies of his agenda packet to members of the committee, a copy of which is on file with the minutes.

Mr. Resse began the meeting by updating the committee on the status of their lease with the New York State Department of Labor. He stated as he mentioned last month, the draft lease agreement had been forwarded to the landlord and they were still awaiting a response from them. He apprised the committee he was scheduled to attend a meeting in the afternoon relative to the Health and Human Services Building. Mr. Resse indicated in keeping with the State's desire to see the Workforce Investment Act Centers (WIA) and Department of Labor (DOL) remain together, it necessitated an addendum for functional alignment on the three year plan. He mentioned he had prepared a resolution request form to submit the addendum to the WIA three year plan.

Mrs. Parsons entered the meeting at 9:46 a.m.

Continuing on with Item 2 of the ETA (Employment & Training Administration) Agenda, Mr. Resse said he was requesting to transfer funds in the amount of \$39,500 from various codes due to insufficient appropriations.

Motion was made by Mr. Mason, seconded by Mr. Geraghty and carried unanimously approving the transfer of funds and the committee authorized this request be forwarded to the Finance Committee for consideration. A copy of the request for Transfer of Funds is on file with the minutes.

With respect to the Integration mandate, Item 3, Mr. Resse said he anticipated submitting the final draft plan to the State by the end of the week; thereafter necessitating a 30 day public comment period. He commented the three counties would review the plan and make recommendations between July and December of this year. In addition, he distributed a chart detailing the services and programs of the Workforce Investment Board, the Tri-County Workforce Development Program and One Stop Career Centers, including a customer flow chart. Mr. Resse stated the chart appeared very vague and his department would make the appropriate changes within the next couple weeks.

Mrs. Parsons related that she recently had the opportunity to visit ETA and was surprised by the lack of attentiveness on the part of the receptionists. In fact, she stated there was no employee in the reception area so she proceeded on to see the person she came to visit. Mr. Resse responded between the offices, the receptionist position had been assigned to ETA and there were certain times throughout the day when the reception area might not be appropriately covered. Mr. Resse advised he would address this situation.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously authorizing the request to submit the addendum to the WIA three year plan as presented and the necessary resolution was authorized for the May board meeting. A copy of the resolution request form is on file with the minutes.

Continuing on with Item 4 of the Agenda, Mr. Resse commented he was requesting to fill the vacant position of Principal Account Clerk. He apprised that Joann McKinstry had tendered her resignation with the Employment and Training Administration to accept a position as Confidential Secretary to the Commissioner of Administrative and Fiscal Services. Mrs. Parsons suggested Mr. Resse discuss with Richard Kelly, Personnel Officer, whether there was a current Civil Service list of eligible candidates for principal account clerk.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously approving the request to fill vacant position of Principal Account Clerk and refer same to the Personnel Committee. A copy of the Notice to Fill Vacant Position is on file with the minutes.

The last item on the Agenda was Upcoming Activities and Mr. Resse reported there was a job fair at the Fort William Henry from 2:00 p.m. until 6:00 p.m. with approximately 20 employers recruiting both seasonal and year round employees.

Mrs. Parsons exited the meeting at 10:13 a.m.

Mr. Resse articulated the WEST soft skills program was developed based on feedback received from the employers both locally and statewide. He stated the 15-hour program commenced this morning touching on a variety of topics such as team work, communication skills, understanding the organizational goals, etc. After he evaluated the program, Mr. Resse stated he would train staff members from the other counties to integrate functions so everyone could train potential employees. He related the closing session would be held in the new community meeting room at the Glens Falls Hospital and hoped to have some prospective interviews.

Mr. Resse reminded the committee ETA and the Youth Bureaus from all three counties were working on a grant proposal requiring responses from the Youth Bureaus for consideration of State WIA (Workforce Investment Act) funds. He stated each of the three counties were attempting to claim \$40,000. If the grant became approved by the State, he explained, the Washington County Youth Bureau would be contracting with agencies such as their department. Mr. Resse suggested utilizing these grant funds for the CAA (Community Action Agency) work crew program which received tremendous response in prior years but was in danger of being eliminated this year due to the decline in funding. Mr. Mason queried if Mr. Resse had been in contact with the Community Action Agency relative to this grant and he replied affirmatively. Mr. Resse suggested splitting the funds between a few programs.

Mrs. Sano reported their department, the Youth Bureau and Cornell Cooperative Extension did a program at Glens Falls High School a couple weeks ago that resulted in positive evaluations. She said they were offering the same program today and Thursday at North Warren School District. Mrs. Sano added that all schools in Warren County had been notified that ETA would be visiting their school and bringing applications for summer employment.

Mr. Haskell entered the meeting at 10:20 a.m.

Mr. Resse mentioned these programs were in anticipation of receiving the State special allotment of TANF (Temporary Assistance to Needy Families Program) funds they had received the past five years. He said these funds could be disbursed directly to the County or rolled into a block grant that went to DSS (Department of Social Services) and DSS used their discretion with the funds. Mr. Resse advised if the TANF funds were directly disbursed to DSS and not to ETA, then a meeting would be scheduled between the two departments.

There being no further Employment and Training business to come before the committee, motion was made by Mr. Mason and seconded by Mr. Geraghty, to adjourn the meeting at 10:23 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist